

Date: _____

The Company Secretary
Kohat Textile Mills Limited
4th Floor, Kashmir Commercial Complex,
Fazal-e-Haq Road, Blue Area, Islamabad.

STANDARD REQUEST LETTER FOR HARD COPY OF ANNUAL REPORT

Dear Sir,

As notified by the Securities and Exchange Commission of Pakistan (SECP) via SRO 389(I)/2023 dated March 21, 2023, and as approved by the shareholders, the Company will circulate its annual balance sheet, profit and loss account, auditor's report, directors' report, and other related documents ("Annual Report") to its shareholders through a QR-enabled code and web link. Shareholders may, however, request a hard copy of the Annual Report to be sent to their registered addresses by completing the form below and submitting it to the Company Secretary.

I/We, being shareholder(s) of the Company, with my/our particulars as mentioned below, hereby request the supply of the Annual Report of the Company for the financial year _____ at my/our registered address:

Name of shareholder	
Folio No. / CDC Participant ID & Sub-Account No.	
CNIC/NICOP/Passport/NTN No. (please attach copy)	
Address	
Contact No.	
Email Address	

Yours truly,

Signature of Shareholder

(Please affix company stamp in case of a corporate entity)